



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF BUDGET**  
1509 West Seventh Street, Suite 402  
Post Office Box 3278  
Little Rock, Arkansas 72203-3278  
Phone: (501) 682-1941  
Fax: (501) 682-1086  
<http://www.state.ar.us/dfa>

**MEMORANDUM**

**TO:** ALL STATE AGENCIES  
**FROM:** F. Mike Stormes, Administrator  
**DATE:** June 21, 2004  
**SUBJECT:** Capital Project Requests for the 2005-2007 Biennium

For the 2005-07 biennium, all information related to the completion of capital projects requests will be processed electronically via the Internet. All agencies should access the following web address in order to complete the data forms necessary to document and submit requests:  
<http://staging.dfa.state.ar.us/capitalprojects>

Other than maintenance for ongoing projects in an agency's operating budget, the following categories of expenditures, REGARDLESS OF FUNDING SOURCE, should be requested as capital projects by all state agencies using the forms made available:

- New Construction
- Renovation of Existing Facilities
- Replacements/Additions to Existing Facilities
- Major Maintenance/Renovation/Repair/Equipment Projects
- Any Major Expenditure of a Non-Recurring Nature

Each State Agency should complete all capital project requests **no later than October 4, 2004**. Please notify your Budget Analyst by email upon completion of the capital project requests. Instructions for entering/modifying new capital projects requests are attached. In addition, please find attached a unique USER ID/PASSWORD identifier assigned to each agency to facilitate completion of their respective capital projects requests.

In lieu of requesting new construction projects, priorities should be placed on maintaining and repairing existing facilities as a viable and cost effective alternative to new construction. **As indicated in the Governor's Policy Statement, available funds for 2005-07 capital projects will be extremely low. Please carefully consider only critical projects.** Arkansas Building Authority (ABA) will review each project request and provide comments to the Office of Budget.

Sandy Thomas at the Office of Budget will be available to assist with any technical questions or problems you may encounter. Ms. Thomas may be reached at 682-1941 or send emails to: [sandy.thomas@dfa.state.ar.us](mailto:sandy.thomas@dfa.state.ar.us)

If you have any questions concerning the Capital Project Request Process, please contact your Budget Analyst at 682-1941 or Floyd R. Farmer, State Engineer, at 682-5563. E-mails may be directed to: Monroe Carlton at the Office of Budget: [monroe.carlton@dfa.state.ar.us](mailto:monroe.carlton@dfa.state.ar.us) or Mr. Farmer at Arkansas Building Authority: [ffarmer@aba.state.ar.us](mailto:ffarmer@aba.state.ar.us)

FMS/MC:sit

Attachment